

RECEPTIONIST

Office of Compliance

The incumbent is responsible for performing the following functions in a timely and competent manner, exercising sound judgment, working independently and cooperatively, communicating in a clear and courteous manner, and showing a willingness to achieve and innovate.

PRIMARY DUTIES:

- Reports primarily to the Deputy Executive Director for the House of Representatives.
- Serves as the initial point of contact for persons seeking information, by telephone or in person, on the CAA and the Office. Furnishes information and assistance regarding functions, procedures and activities of the Office from own knowledge, securing information from appropriate sources, or referring calls to the appropriate staff person. follows through with any requests for written information to be sent in the mail.
- Refers callers to the counselor, and logs in all calls referred to a counselor.
- Date stamps and distributes incoming mail, ensuring prompt delivery.
- Assists with preparing documents for outgoing distribution, including editing, faxing, and copying materials and distributing them through the US mail, courier service, federal express or inside mail. Coordinates with courier services.
- Hand-delivers or oversees the delivery of important subject materials on Capitol Hill. Assists with all large-scale mailing projects, including the dissemination of reports prepared by the Office.
- Establishes and maintains administrative and subject matter files.
- Maintains inventory of office furniture, equipment, and supplies. Stocks printers, copiers and fax machines with the necessary supplies. Responsible for maintenance and/or repair of fax, copier, paper shredder machines, TDD, and postage meter.
- Assists with preparing documents for outgoing distribution including editing, faxing, copying, and distributing through courier service, FedEx, or inside mail delivery.
- Assists with typing, assembly and distribution of documents and special projects. Updates the mailing database for the Congress, committees and their employing offices.
- Contact person for updating/renewing Congressional Yellow Book and Congressional Staff Directory, LOC Directory; primary contact for vendors and technicians.
- Maintains confidentiality of Office information and proceedings as required by the Congressional Accountability Act and the Rules of Procedure.

- Keeps newspaper clipping files; monitors delivery of subscriptions (Roll Call, the Hill, Washington Times, Washington Post, Legal Times, etc.)
- Performs other duties as assigned.

THE FOLLOWING RECEPTIONIST DUTIES WILL BE GRADUALLY PHASED IN OVER TIME:

- Receives all resumes from interested applicants applying for positions with the Office Compliance. Sends out denial/acceptance letters to all applicants who have responded to positions offered. Makes sure all applicants receive a response in a timely manner, and return any calls regarding their resume.
- Prepares and maintains time cards and administrative leave records for staff. Monitors the use of leave, i.e. administrative, sick, and comp. time, to assure the authenticity of its use. Submits all properly transmitted time to the National Finance Center for processing of payroll.
- Responsible for bi-monthly Metrocheck distribution.
- Keeps confidential records (i.e. minutes, related materials) from Board meetings, both telephonic and live meetings.